# Submitting Training Requests

## 302.1 PURPOSE AND SCOPE

This policy outlines the process for Corrections Bureau members to request and track training.

## 302.2 POLICY

The Thurston County Sheriff's Office Corrections Bureau will provide a system to submit, track, and record all training requests and completions for members. It is the goal of Administration that members receive all training possible to enhance their professional knowledge and skills

## 302.3 PROCEDURE

1. Members will submit all training requests to their On-Duty Supervisor (ODS), after ensuring the forms are filled out completely and accurately. The following forms must be attached to all training applications:

a. Training Routing Slip

b. Thurston County Sheriff's Office Training Request

2. The Team Lieutenant or Sergeant(s) will review training requests and staffing availability with the Administrative Lieutenant who will forward the training requests with their recommendation, through the chain of command to the Chief Deputy of Corrections for approval or denial.

3. The SA will register Members for training once the approval process has been completed. The Corrections Staff Assistant (SA) will coordinate all training requests, notices, approvals, and registrations.

A. Upon completion of any Thurston County Sheriff's Office Corrections Bureau approved training course, the member will notify the SA and provide them with a copy of the course certificate and/or grade, if available.

B. If the staff member is eligible for reimbursement for travel, lodging, etc., the staff member must provide all relevant receipts (the exceptions are fuel if a personal vehicle is used and meals) immediately upon their return. The SA will assist the staff member in completing an Employee Reimbursement Form to submit through the chain of command.

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